



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date: September 19, 2013 **Closing Date:** October 10, 2013
Job Title: Criminal Assistant **Position Type:** Regular Full Time
PIN: 059778 **FLSA Status:** Non-Exempt
Location: Circuit Court for Worcester County **Grade/ Entry Salary Range:** J06 \$29,278 - \$34,691
Snow Hill, Maryland (Depending on Qualifications)
Financial Disclosure: No

Regular State employees subject to promotion/demotion policy

Essential Functions: Receives criminal charging documents, initiates case numbers, enters information and creates case files. Reviews and processes mail, and processes court pleadings. Ensures court files and computer docket information are current. Forwards information to file. Distributes information to the Judge for review, or to other parties or court agencies. Reviews court information entered into computer system and if correct, closes the case. Electronically sends information to the Criminal Justice Information System. Reads and interprets court orders to determine appropriate action. Processes, copies, true tests and distributes all court orders to the appropriate parties or agencies. Assists the public, support agencies, court staff, and parties by phone, in person, or written correspondence. Records and verifies bail information on appropriate documents. Administers oaths to defendants and surety. Prepares release of inmates for scheduled court hearings. Receives preliminaries from District Court, and updates information in Circuit Court Case. Creates invoices, assesses and collects court costs. Assists in other areas of the Clerk's office when necessary. Cross-trained to assist in courtroom duties when necessary. May be required to stay late if needed. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions and information to the public, attorneys, defendants, judges and other court agency staff. Ability to communicate effectively using proper grammar, spelling and punctuation. Ability to set priorities and simultaneously process multiple tasks and responsibilities. Ability to apply job related codes, terminology, policies, procedures, regulations and laws in order to define problems, collect data, establish facts, record data, complete relevant forms and provide correct information to clients. Ability to interpret comments, notations and orders, record essential information and initiate appropriate action. Ability to work in an environment with time constraints and last minute requests. Ability to use good judgment while making decisions and in accordance with established policies and procedures. Ability to learn court specific software applications. Ability to operate a personal computer and type at a speed of 35 wpm with minimal errors. Applicants will be required to demonstrate their ability to follow written instructions and office procedures by successfully completing skills testing. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) include with your application a resume and cover letter stating position title and PIN. Materials must be received at the address below by 4:30 p. m. on the closing date. The Human Resources Department will not be responsible for materials sent to any other address.

Clerk of Circuit Court for Worcester County
One West Market Street., Room 104
Snow Hill, MD 21863
ATTN: Stephen Hales, Clerk of the Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.